



ZONE RIGHT-OF-WAY USE PERMIT SUBMITTAL CHECKLIST (Light Rail Project Only)

Planning & Community Development Public Works

Zone Right-of-Way (ROW) Use Permits are required for a Light Rail project for site-specific review of the proposed project construction work proposed within City-owned Rights-of-Way. The following information is required to submit a Zone ROW Use Permit application for review. If you have a question on required items, please call Juniper Nammi at (206) 801-2525 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to a standard engineering scale (e.g. 1" = 20'). All drawings prepared by licensed engineers must have the appropriate stamp and signature of the licensed professional on the face of the drawings at time of submittal. One (1) electronic copy of all items shall be submitted on a flash drive or request arrangements to submit via a cloud-based server; no paper submittals are required.**

- Right-of-Way Use Permit Application(s).**
 - Submit one permit application per work zone.
 - Describe Work Zone limits and Scope of Work – within existing City ROW for the specified zone. Early Work zone permits may be submitted concurrent with the Master Permits and prior to final decision issuance for the Project SUP. Main Package scope of work within existing and proposed City ROW shall be submitted, following the Project SUP decision and the Street Vacation petition(s) decision(s), as separate Zone ROW Use Permit Application(s).
 - Anticipated Schedule for use of the rights-of-way.
 - Seattle City Light or Seattle Public Utilities may be co-applicants and submit accompanying application form(s) for each zone in which they will be completing work for the Project. This would meet the permit application requirement in their franchise agreements with the City.
 - Permit and Inspection Fees.** Sound Transit will be invoiced consistent with the terms of the Expedited Permitting and Reimbursement Agreement between the City of Shoreline and Sound Transit.
 - Proof of License, Bonding and/or Insurance.** See Master ROW Use Permit.
 - Right-of-Way Site and Civil Plans.** All plans shall be drawn to a standard engineering scale. Drawings shall be prepared by a licensed civil engineer for all improvements in City Rights-of-Way. Separate permit applications expected for Early Work and Main Package Work – EW, MP, or both are noted next to each type of plan set. At a minimum, these drawings shall include:
 - Name(s) and companies of the persons who prepared the drawings and the date of preparation/revision of drawings.
- Graphic scale and north arrow.
 - Drawing indexes for the zone.
 - Locations of existing and proposed streets, easements, driveways, and utilities within the specified construction zone. Include driveways on adjacent property and adjacent streets.
 - **Legends and Keys (EW & MP).** Submittals shall include abbreviations, symbol legends, key layout indexes of plans, horizontal and vertical controls, and ROW monuments used in the drawing sets.
 - **Sound Transit Right-of-Way Plans (EW).** Submit drawings illustrating all exiting property lines, existing easements, and proposed property and easement acquisitions for the project within the zone.
 - Indicate on the plans any proposed acquisitions that have not been acquired at the time of permit submittal. Revisions may be submitted to add properties following acquisition.
 - **Haul Route Plans (EW).** Required for haul routes within the City of Shoreline and within adjacent jurisdictions near the City limits for the zone. Provide any location specific information on limitations that will be applied to minimize impacts to City streets and residents.
 - Sign all haul routes as such, as agreed to with the City of Shoreline.
 - For those streets in the vicinity of a haul route post Truck Prohibited signs.
 - **Civil Demolition and Removal Plans (EW).** Submit drawings showing all improvements to be removed within the Shoreline ROW for the zone.
 - Provide location specific information for maintenance of access to remaining utilities.
 - Identify any proposed temporary modifications of utilities between demolition and installation of final improvements, where applicable.

- Show all existing street trees to be removed or protected. Show driplines of on and offsite trees within 20' of proposed development.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- **Construction Staging Area Plans (EW).** Submit Plans illustrating proposed staging within the City ROW for the zone. Also provide location specific information for the zone regarding:
 - Phasing of staging,
 - Construction worker parking locations,
 - Staging and construction area access points for,
 - Temporary vehicle turn arounds for locations of temporary road closure within the zone, and
 - Types of staging use planned.
- **Civil Roadway Plans (MP).** Submit drawings for all proposed roadway improvements within existing or proposed dedicated ROW.
 - Plans shall show proposed frontage improvements for curb, gutter, sidewalk, access drives, travel lanes, and amenity zones.
 - Provide roadway profiles and details for proposed improvements.
 - Submit specific cross section(s) of the street, showing all dimensions from centerline to proposed improvements above and below ground.
- **Civil Grading and Paving Plans (MP).** Provide drawings for grading and paving within existing or proposed dedicated ROW. Provide relevant paving details and cross sections. Grading and Paving Plans shall include:
 - Clearing limits and trees to be removed/retained.
 - Existing contours at least 2' intervals on site and 5' contours extending 100' from property.
 - Proposed contours at least 2' intervals; shown in darker line than existing contours.
 - At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
 - Quantity of excavation and fill (in cubic yards).
 - Quantity of surplus or unsuitable excavation materials to be exported from the site.
 - Quantity of material to be imported to the site.
 - Proposed disposal site with anticipated haul routes.
- **Temporary Erosion and Sediment Control Plans (EW & MP).** Location specific TESC plans for the zone shall meet City of Shoreline requirements and the Washington State DOE requirements as

specified in the *Stormwater Management Manual for Western Washington*, 2014, or most current revisions.

- Location and detail of construction site access.
 - All relevant drawing details and notes for each erosion, sediment, and dust control Best Management Practices to be used.
- **Pavement Markings and Signage Plans (EW & MP).** Provide plans and details for locations requiring new or altered pavement markings and signs within the City ROW for the zone.
- **Drainage Plans (EW & MP).** Plans shall show all City or ST drainage facilities proposed to be located within the City ROW within the zone. Drainage Plans shall include:
 - Plan view of drainage system and associated paving.
 - Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
 - Profiles of drainage systems.
- **Roadway Illumination Plans (MP).** Plans shall be submitted for all street and pedestrian scale illumination proposed within the City ROW. Plans shall include locations and details for proposed lighting.
- **Wet and Dry Utility Plans (EW & MP).** Submittal shall include plans for all wastewater, water, storm water, electrical, gas, and telecom utilities existing and proposed within City ROW. Plans shall include:
 - Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications, or any other utility improvements, where applicable.
 - Location of all proposed and existing water mains, valves, and fire hydrants.
 - Plans shall be stamped as accepted by the respective utilities or other written documentation that the utility that will own the facilities has reviewed and accepted the plans submitted for permitting.
 - Details and dimensions of all trenches. Show the number, type, and location of each conduit or pipe.
 - Provide temporary shoring details and engineering where applicable.
 - Provide reference permit number where demolished utilities may be found.
 - Plans approved by utility provider if available.
- **Temporary Illumination Plans (EW).** Plans shall be submitted for any temporary illumination proposed within City ROW.

- **Traffic Signal Plans** (EW & MP). Submit drawings showing proposed locations and details for intersections within City ROW for the zone.
 - **Maintenance of Traffic and Detour Plans** (EW & MP). Prior to permit issuance, plans shall be submitted for zone specific Maintenance of Traffic (MOT), Traffic Control, and Traffic Detours within the City of Shoreline and within adjacent jurisdictions near the City limits for the zone.
 - Plans shall be location and operation specific and unique to the zone for which they are proposed.
 - Temporary long-term closure of City Roads shall also be included with the relevant zone permit applications or submitted as separate ROW Use Permit applications.
 - During construction allow for 3 working days for approval of any proposed changes.
 - **Corridor Landscaping Plans** (MP). Submit plans illustrating all proposed street trees, shrubs, and ground cover proposed for planting within City ROW. See Master Site Development Permit for tree removal/retention and replacement plan requirements.
 - Identify all existing vegetation/landscaping to remain.
 - Location, size, and spacing of all proposed plantings (including street trees) at maturity.
- Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor, or nurseryman.
 - Planting details for ground cover, shrubs, and street trees.
 - Prior to permit issuance, temporary or permanent irrigation plans shall be submitted.
- **Supplemental Documents.** The following documents shall be provided if available at initial submittal or as supplemental submittals or revisions after permit issuance, if contractor provided.
- Supplemental geotechnical report(s) that are site or scope of work specific for the construction zone.
 - Site specific drainage review documents as required by the *Department of Ecology Stormwater Management Manual for Western Washington*, if not included in project-wide documentation submitted under the Master Permit.

NOTES: Applications for Right-of-Way permits are required to be submitted in conjunction with all new construction for the installation of driveways, frontage improvements, and drainage systems located in the public Right-of-Way. Before permits can be issued additional information may be required. Other agency approvals may be necessary. All permits for utility extensions or connections in the Right-of-Way must have approval of the appropriate utility and performed under an ROW Permit issued by the City of Shoreline.

Please be sure that all drawings are clear, and information is legible. Applications may not be accepted after 4:00 pm. Schedule an application submittal appointment with Lee Ann Fraser (206) 801-2555, at least two weeks prior to application submittal.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS:

- Right-of-Way Use – Master Permit
- Site Development – Master Permits
- Site Development – Zone Permits
- Demolition Block Permits
- Wastewater Utility Permits
- Noise Variance(s) – if any night work